

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS**

**EFFECTIVE JANUARY 3, 2005**

**REQUIREMENTS FOR FILING AN ADVERSARY PROCEEDING**

The following items are required **when not filing an Adversary proceeding via the internet:**

- ▶ **Diskette, CDROM or DVD in PDF Format** filed as separate PDF documents:

Adversary Cover Sheet  
Complaint  
Summons (complete with status hearing date)  
Appearance (if submitted)

For exact media requirements please refer to *Administrative Procedures for the Case Management/Electronic Case Filing System*.

- ▶ **One paper copy** of the following documents:

Complaint  
Adversary Cover Sheet (form B104)

Paper copies will be stamped received and returned to you with the case information, i.e case number, judge, etc.

- ▶ **An original and three copies of the Adversary Summons.**  
If addressed to multiple defendants provide copies for each defendant to served. Status hearing date should be filled in.
- ▶ **Filing Fee of \$150.00**(checks should be made payable to Clerk, U.S. Bankruptcy Court)

When the debtor initiates an Adversary proceeding, either by original process or by removal, no filing fee is required to be collected. This exemption does not apply to a debtor in possession in a chapter 11 or chapter 12 case unless the debtor in possession is acting for the debtor's own benefit. If a trustee files an adversary proceeding and the estate lacks the funds to pay the required fee, the payment of the filing fee can be deferred by the trustee filing a certificate stating the estate lacks the funds.

If you are filing by mail please include a stamped, self-addressed envelope for your receipt and any copies you wish returned. Please use the following address:

**Eastern Division**  
U.S. Bankruptcy Court  
219 S. Dearborn St.  
Chicago, IL 60604-1802

**Western Division**  
U.S. Bankruptcy Court  
211 S. Court St. Room 110  
Rockford, IL 61101